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19 March 1971

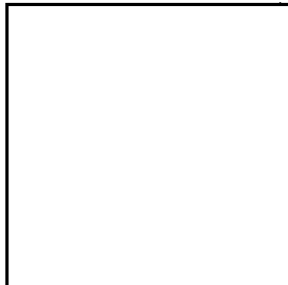
MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. MANAGEMENT TRAINING

1. On Monday, 15 March 1971, a meeting was held in the Director of Personnel's office to discuss the implementation of a recommendation made by the Problem Solving Seminar #5 group: an Agency-wide survey be conducted to determine interest and potential candidates for beginning shorthand training. The following were in attendance:

Harry Fisher



Director of Personnel
Deputy Director of Personnel
Deputy Director, Office of
Medical Services
Deputy Director of Personnel for
Recruitment and Placement
Office of Medical Services
Office of Personnel
Office of Training

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Dr. [] reported that he and Mrs. [] of the Support School have been working on several ideas for taking this survey. He noted that apparently there was concern in the Support Directorate higher echelon that the survey was already underway and there were fears that it would stir up a legion of female candidates clamoring for the training. Those present were assured this was not the case. All agreed that [] would continue framing the questions for the survey and coordinate the questions with Mr. [] and his subordinate, []. The Senior Training Officers in the Agency would be the initial point of contact for the survey and they in turn would direct it through the Component Training officers.

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2. Mr. [] of the Office of the DD/S take a sampling of the Clandestine Service through the Division Administrative Officers. With the single exception of WH Division, very little interest for beginning shorthand training was evinced.

B. ADMINISTRATIVE TRAINING

1. FIELD FINANCE AND LOGISTICS COURSE

FF&L Course 5-71 was concluded on 12 March. Of the 20 students who attended one or more portions of the Course, eleven took the complete course. Two more of twenty will complete the course on a tutorial basis.

a) Tutorials

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Miss [] is taking a tutorial this week in Type II Property Accounting Procedures. Miss [] took the Finance and Personnel/Travel portions of the course with the FF&L class which completed its work on 12 March. Miss [] is an administrative assistant in the NE Division.

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Miss [] is taking a tutorial in the Finance and Personnel/Travel portions of the FF&L course. Miss [] completed the Type II portion of the course with the regular class.

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Miss [] is scheduled to depart PCS next month for []

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2. TYPE II COURSE FOR []

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Planning and coordination for the special course in Type II Property Accounting Procedures to be given at [] the last week in April are in final stages. The fifteen [] employees already designated for the course will be joined by a sixteenth student to come from [].

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3. NEW COURSE INQUIRY

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On 15 March, Mr. [REDACTED], who is assigned temporarily to the staff of Mr. [REDACTED], Career Management Officer to the DDS, discussed informally with Mr. [REDACTED] of this school some thoughts on the possibility of a course which would acquaint appropriate personnel with the Agency's Financial Accounting and Budget System. At the conclusion of the discussion - which covered the necessity of defining the need, identifying the potential students, and identifying the cognizant, sponsoring component, Mr. [REDACTED] stated that he intended to discuss the matter further with Mr. [REDACTED] and possibly an acquaintance in OPPB.

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4. ADMINISTRATIVE PROCEDURES

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At 0830 on 16 March we asked Mr. [REDACTED] who is now working in the Office of Finance, to be here at 0930 to handle the Domestic Travel portion of the Administrative Procedures course in the absence of Mr. [REDACTED] of this staff who was ill and unable to be present. Mr. [REDACTED] responded immediately to our request and conducted the class in his usual excellent fashion.

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[REDACTED]

Chief, Support School, TR

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